

22 October 1953

MEMORANDUM FOR: Colonel White

SUBJECT : Records Management Bulletins

1. On 25 September 1953 the Chief, General Services Office, submitted a memorandum, (Tab 1), in connection with the issuance of Records Management Bulletins. The memorandum touched on the possible conflict of interest between the bulletins and Agency regulations, notices, and handbooks. The Chief, GSO, is of the opinion that these bulletins should not be looked upon as formal issuances, and states that all future bulletins will be cleared with you prior to issuance.

2. The memorandum of the Chief, GSO, together with attachments, was sent to [REDACTED] for comment. His opinion, (Tab 2), is that the bulletins in their present form are formal publications and should be published as Agency issuances. [REDACTED] however, recognizes the GSO problem and suggests three methods of meeting it. 25X1A 25X1A

- a. The informal method - personal contact or telephone contact.
- b. The official publication in regulations, notices, or handbooks.
- c. The publication of stimulating publicity as either an Agency notice or a news letter, if the scope of the news letter does not conflict with Agency regulatory issuances concept.

3. It is recommended that [REDACTED] memorandum be forwarded to the Chief, GSO, for information, guidance, and the joint working-out of a satisfactory solution within Agency regulatory issuances policy. A routing slip transmitting the memorandum and attachments is attached for your signature. 25X1A

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